

ACTION PLAN and

Milestones re objective - "By the end of FY-76 develop Office of Training an organizational plan in consonance with the Word Processing Center concept to utilize the qualifications of the administrative secretarial personnel to the maximum extent, while requiring the services of a minimum number of such personnel."

FILE# : 29

DATE OF REPORT: 750306

OFFICE OF TRAINING ACTION PLAN

OBJECTIVE NO.

DCT

DD  
B67503

OFFICE  
08

DIV  
SRS

OBJECTIVE: BY THE END OF FY 1975 REVIEW THE AGENCY TRAINING RECORD (ATR); TIME FRAMES FOR INPUT/OUTPUT; AND PRESENT DESIGN; TO MAKE IT MORE RESPONSIVE TO REQUIREMENTS.

FISCAL YEAR : 1976  
EST. MAN YEARS: .20  
EST. DOLLARS : 3800  
TARGET DATE : 30 JUN 1975  
ACTION OFFICER: CHIEF R/G

STATUS  
STATUS  
STATUS  
STATUS  
STATUS  
STATUS  
STATUS  
JUL-AUG =  
SEP-OCT =  
NOV-DEC =  
JAN-FEB =  
MAR-APR  
MAY-JUN

\*\*\*\*\*MILESTONES\*\*\*\*\*

JUL	AUG	SEP	OCT	NOV	DFC	JAN	FEB	MAR	APR	MAY	JUN
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1. REVIEW ATR PROGRAMMING WITH OJCS PERSONNEL.

SEP

2. REVIEW OF PRESENT CODING PROCEDURES WITHIN RG.

OCT

3. REVIEW COMPONENT TRAINING INPUT WITH VIEW TOWARDS DECENTRALIZATION.

SEP

4. REVIEW COURSES RETAINED IN MEMORY; RECOMMEND ADDITIONS/DELETIONS.

NOV

5. REVIEW: a) 7-YEAR CUT-OFF; b) 3-DAY DURATION INPUT; c) FEASIBILITY

OF CODING SELECTED EXTERNAL TRAINING PRIOR TO ACTUAL COMPLETION.

a&c      b

6. DETERMINE PRESENT ATR REACTION TIME TO CUSTOMER REQUIREMENTS.

7. WORK TOWARDS DIRECT DATA INPUT TO OJCS VIA ISITE TERMINALS.

FILE# : 14

DATE OF REPORT: 750306

## OFFICE OF TRAINING ACTION PLAN

## OBJECTIVE NO.

DCI

DD

OFFICE

14-2

DIV

SRS

OTR

02

OBJECTIVE: BY END OF FY 1975 IMPROVE ADMINISTRATION OF THE  
AGENCY EXTERNAL TRAINING PROGRAM

FISCAL YEAR :	75	STATUS	JUL-AUG
EST. MAN YEARS:	.46	STATUS	SEP-OCT
EST. DOLLARS :	\$9000	STATUS	NOV-DEC
TARGET DATE :	JUN	STATUS	JAN-FEB
ACTION OFFICER:	CHIEF SRS	STATUS	MAR-APR
		STATUS	MAY-JUN

## \*\*\*\*\*MILESTONES\*\*\*\*\*

JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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1. RE-EVAL DISSEM SYS FOR COURSE ANNOUNCE/INFO; UPDATE REQUIRE LIST

SEP

APR

2. REORDFR PRIORITES WITHIN OFFICE; REORGANIZE PROCEDURES TO INCREASE

JUN

2. OVERALL EFFECTIVENESS &amp; REQUEST PAPERWORK SURVEY FROM ISAS

JUN

3. REVIEW FEASIB/DECEN SELFCFT FIS/CAL/TRAVEL PROC ASPECTS OF PROG

JAN

4. REVIEW PRFS METH ENROLI EMPLOYEES IN OFFICIAL COVER STATUS IN

JUN

4. EXTERNAL PROGRAMS (JOINT WITH COVFR &amp; COMMERCIAL STAFF)

JUN

REVISE &amp; STREAMLINE SYSTEM OF HAND EXTERNAL TRNG COMPLETIONS;

JAN

5. UTILIZATION OF COMPUTER APPLICATIONS WHERE FEASIBLE

176

## OFFICE OF TRAINING ACTION PLAN

## OBJFCTIVE NO.

DCI

DD

OFFICE

18-2

DIV

SRS

CTR

OS

OBJFCTIVE: CONTINUATION OF MILESTONES FOR WORD PROCESSING CENTER  
 OBJECTIVE

FISCAL YEAR	:	75 & 76	STATUS	JUL-AUG
EST. MAN YEARS:			STATUS	SEP-OCT
EST. DOLLARS :			STATUS	NOV-DFC
TARGET DATE :			STATUS	JAN-FEB
ACTION OFFICER:	CHIEF SRS		STATUS	MAR-APR
			STATUS	MAY-JUN

\*\*\*\*\*MILESTONES\*\*\*\*\*

JUL	AUG	SEP	CCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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6. MAKE RECON FOR CHANGES IN MIX OR QUANTITY OF EQUIP USED BY WPC

MAR

7. AS CLERICAL POST ARE CONSOL; REDUCE BY ATTRITION/REASSIGNMENT

JUN

7. NO. CLERK PERS ON BOARD IN CTR BY EQUIV OF 3 - GS 7/5 POSITIONS

JUN

8. IN CONJUNCTION W/ISAS; COMPARE &amp; EVAL COSTS EFFECT OF CTR CLER

JUN

8. SUPPORT PRODUCTION USING WPC W/THOSE GENERATED FROM TRADITIONAL

JUN

8. CLER ARRANGEMENT USED PREVIOUSLY IN CTR

JUN

9. TAKING IN ACCOUNT RECOMMEND SIZE STRUCT OF WPC; REVIEW CLER

DFC

9. POSITIONS OUTSIDE CENTER &amp; MAKE RECOMMENDATIONS FOR THEIR

76

9. CONSOLIDATION; ABOLISHMENT OR TRANSFER TO WPC

OFFICE OF TRAINING ACTION PI  
 Approved For Release 2001/08/02 : CIA-RDP81-00896R000100230001-2

DCI	DD	OFFICE	DIV	OTR
		17-2	SRS	05

OBJECTIVE: THROUGH DEVELOPMENT/IMPLEMENTATION OF WORD PROCESSING CENTER; INCREASE CLERICAL SUPPORT PRODUCTION AND AT SAME TIME DECREASE CLERICAL PERSONNEL COSTS BY AT LEAST \$35000 DURING FY75. UNDERTAKE SYSTEMATIC REVIEW OF W.P. TECHNIQUES IN FY 76

FISCAL YR/FAR	: 75 & 76	STATUS	JUL-AUG
EST. MAN YEARS:		STATUS	SEP-OCT
EST. DOLLARS:		STATUS	NOV-DEC =
TARGET DATE:	: JUN	STATUS	JAN-FEB =
ACTION OFFICER:	CHIEF SRS	STATUS	MAR-APR
		STATUS	MAY-JUN

\*\*\*\*\*MILESTONES\*\*\*\*\*

JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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1. RECOMMEND 5 CLERICAL SLOTS COMMENSURATE W/APPROVED GRADE

NOV

1. STRUCTURE OF OTR WPC T/O TO BE TRANSFER FROM OTR AT LARGE TO WPC

NOV

2. FOLLOW APPROV PLAN-DIRECT ORDERLY PHASING IN OF OTR OFFICE TO WPC

JAN

3. COORDINATE W/EACH OTR OFFICE TO ENSURE THAT PLAN IS DEVEL WHEREBY

JAN

3. CLER POSI ARE RESTRICT OR CONSOLIDATED TO EFFECTIVELY UTILIZE

JAN

3. TIME NO LONGER FILED BY TYPING & SHORTHAND DUTIES

JAN

4. MONITOR IMPLEMENTATION OF EACH OTR OFFICE APPROVED PLAN FOR

FEB

4. RESTRUCTURING OR CONSOLID OF CLFR POSI WITHIN ITS JURISDICTION

FEB

5. COND REVIEW OF EFFECT OF WPC/MAKE RECOM AS TO IDEAL SIZE/STRUCT

FEB

6. IN CONJUNCT W/ISAS; REVIEW WP EQUIP THAT HAS COME ON MARKET;

Approved For Release 2001/08/02 : CIA-RDP81-00896R000100230001-2

MAP

FILE# : 19

DAT DF REPORT: 750306

OFFICE OF TRAINING ACTION PLAN

OBJECTIVE NO.

DCI

DD

OFFICE  
19-2

DIV  
SRS

CTR  
06

OBJECTIVE: REDUCE CTR RECORDS HOLDING (OFFICE FILES) BY  
15% IN FY75 AND EFFECT AN ADDITIONAL 10%  
REDUCTION DURING FY76

FISCAL YEAR : 75 & 76

STATUS JUL-AUG

EST. MAN YEARS:

STATUS SEP-OCT

EST. DOLLARS :

STATUS NOV-DEC

TARGET DATE : JUN

STATUS JAN-FEB

ACTION OFFICER: CHIEF SRS

STATUS MAR-APR

STATUS MAY-JUN

\*\*\*\*\*MILESTONES\*\*\*\*\*

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

1. DISCUSS W/EACH UNIT CHIEF PROP 15% REDUCT OF OFF REC HOLD FY75

2. REVIEW W/UNIT CHIEFS OTR RECORDS CONTROL SCHEDULE & INITIATE

2. DEFINITE PLANS FOR THE REDUCTION OF OFFICE FILES

3. REVIEW QUART RECORDS/EACH UNIT; MONITOR 5% REDUCT EACH QUARTER

OCT

JAN

APR

FILE# : 20

DATE OF REPORT: 750306

OFFICE OF TRAINING ACTION PLAN

OBJECTIVE NO.

DCI

DD

OFFICE  
20-2

DIV  
SRS

OTR  
07

OBJECTIVE: REDUCE SECURITY VIOLATIONS IN CTR BY 15% IN FY75

FISCAL YEAR : 75

STATUS

JUL-AUG

EST. MAN YEARS:

STATUS

SEP-OCT

EST. DOLLARS :

STATUS

NOV-DEC =

TARGET DATE : JUN

STATUS

JAN-FEB +

ACTION OFFICER: CHIEF SRS

STATUS

MAR-APR

STATUS

MAY-JUN

\*\*\*\*\*MILESTONES\*\*\*\*\*

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

1. ANALYZE FY74 VIOLATIONS; IDENTIFY PROBLEM AREAS

JUL

2. CONSULT WITH UNIT CHIEF IN PROBLEM AREA(S)

-- AUG

3. PREPARE PLAN FOR COUNTERING PROBLEM AREA (S)

SEP

4. COMPARE NO. OF VIOLATIONS AT MID-YEAR POINT W/SAME TIME IN

DEC

4. PREVIOUS YEAR TO SEE IF SUFFICIENT PROGRESS IS BEING MADE TO OJ

DEC

5. CHECK PROGRESS TOWARD GOAL/TAKE REMEDIAL ACTION IF NECESSARY

MAR

FILE# : 21

DATE OF REPORT: 750306

OFFICE OF TRAINING ACTION PLAN

OBJECTIVE NO.

DCI

DD

OFFICE  
21-2

DIV  
SKS

CTR  
08

OBJECTIVE: REPORT ON FEASIBILITY OF A CENTRAL ANSWERING  
TELEPHONE SYSTEM CONCEPT IN CTR DURING FY75

FISCAL YEAR :	75	STATUS	JUL-AUG
EST. MAN YEARS:		STATUS	SEP-OCT
EST. DOLLARS :		STATUS	NOV-DEC <
TARGET DATE :	JUN	STATUS	JAN-FEB =
ACTION OFFICER:	CHIFF SRS	STATUS	MAR-APR
		STATUS	MAY-JUN

\*\*\*\*\*MILESTONES\*\*\*\*\*

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

1. ASSESS & EVALUATE EXISTING CENTRALIZED TELEPHONE SYSTEMS IN

OCT

1. BOTH COMMER & GOVERN FAC GIVING PARTICULAR ATT TO APPLIC TO CTR OPS

OCT

2. MEET W/REPRESENT/CTR UNITS TO EXPLORE THEIR TELEPHONE PROB;

DEC

2. RELATE THESE PROBLEMS TO ON-GOING SYSTEMS ELSEWHERE

DEC

3. CONSULT W/TELE FAC BRANCH TO INVESTIGATE AVAIL OF EQUIP/COSTS

JAN

4. PREPARE REPORT ON FINDINGS AND RECOMMEND ACTION TO BE TAKEN

MAR

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS		DATE
1	C/SRS		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

For SRS Management Conference, 1400  
9 May 1975.

Attached:

- Remaining FY 75 SRS Objectives.
- Memo for the Record of March conference with SRS.

At the conference, Unit Chief will submit action plans for his FY 76-77 Objectives.

FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OTR/PDS/R [REDACTED]			8 May 75
	UNCLASSIFIED	CONFIDENTIAL	SECRET

FORM NO. 237 Use previous editions

1-67

\* GPO : 1974 O - 535-857

(40)

MEMORANDUM FOR THE RECORD

SUBJECT: SRS Management Conference with DTR,  
10 March 1975, 10:30  
Present: DTR, DDTR, [REDACTED]

STATINTL

DDA Objective B67503, SRS Objective 1 - Review and Redesign  
of the Agency Training Record (ATR)

OJCS agreed to a high priority for the redesign of the ATR and has assigned [REDACTED] part time to do the programming. We anticipate that it will take at least two months to complete the programming. The redesign of the ATR is working towards direct input. The Data Access Center (DAC) should be in the C of C within five months and we have identified the area in ISTB for the DAC. This objective now has a completion target date of 30 June 1975. The DDTR requested that a flowchart on the redesign of the ATR be prepared to show Mr. Blake at the Management Conference on 27 March 1975. [REDACTED] to prepare.

SRS Objective 2 - Improve Administration of the Agency External Training Program

The Office of Finance wants OTR to retain control of all external training. The Registration Group will do all billings, registrations, etc. Milestone #4 continues except for the Off-Campus Program for which a definite procedure has been established. The DDTR requested that [REDACTED] provide a statement on savings to him in the new procedure for handling travel orders. The external training budget for the Agency is [REDACTED]

SRS Objective 3 - Administer the Agency Off-Campus Program and Increase Participation

The objective has been completed and dropped from further reporting.

SRS Objective 4 - Component Training Officers

The objective has been dropped.

SRS Objective 5 - Word Processing Center (WPC)

Two new machines are on order with a delivery date of May or June. The T/O of the WPC has been increased by two. Chief, SRS is negotiating on space for six machines. Negotiating with Chief, II on the possibility of obtaining additional adjoining space from II. The WPC will not save \$35,000 in FY 1975, but it should show up in FY 1976. It was agreed that if new centers open up in the Agency, OTR personnel should be used to organize and set up the new centers. The DTR stated that we should try to get our girls the breaks. Presently, the WPC needs more material from LLC--Chief, SRS working on this.

SRS Objective 6 - Reduce Records Holdings

This objective is ahead of schedule. We have reduced our records holdings by 13.3 percent against a target goal of 11.2 percent cumulative through February 1975.

SRS Objective 7 - Reduce Security Violations

The objective is ahead of schedule. There were no security violations since the last meeting-8 January 1975.

SRS Objective 8 - Central Answering Telephone System

All Milestones are now on schedule.

SRS Objective 9 - Computer Applications for Internal and External Program Activity

This objective is part of and included in the DDA Objective B67503, "Review and Rcdesign of the ATR" and DDA Objective B57505, "Establishment of an OTR Data Base." Therefore, SRS Objective 9 will be dropped from further reporting as a separate objective.

Review of Proposed SRS Objectives for FY 1976-1977

Chief, SRS submitted a revised list of proposed Unit-level SRS objectives for FY 1976-1977 and the following actions were taken:

- a. Presently in progress, but will continue into FY 1976.

b. Out--presently in progress and should be completed by end of FY 1975.

c. OK

d. OK

e. OK

f. Objective statement reworded to read "Restructure the Agency Off-Campus Program." The addition of Certificate Programs and the omitting of graduate-level courses should be covered in the milestones of the Action Plan.

g. This objective is self-explanatory and need not be at the OTR (Unit) level requiring reporting to the DTR. This should be an SRS internal level objective.

h. OK

OBJECTIVE: RESTRUCTURE THE AGENCY OFF-CAMPUS PROGRAM

ACTION PLAN - FY 1976

MILESTONES:

1. Meet with OTR, OJCS and University of Virginia representatives to discuss feasibility of instituting a Certificate Program in Information Systems in the Off-Campus Program curriculum. Completed
2. Complete preparation of Employee Bulletin surveying employee interest in Off-Campus Program courses for Fall, especially in Basic and Advanced Certificate Programs in Information Systems. Completed
3. Analyze results of survey bulletin and determine employee interest in the Certificate Program in Information Systems and other course offerings. (undergraduate, graduate, and language) June 1975
4. If employee interest warrants including an Information Systems Certificate Program in the Program, identify the specific courses to be included and instructors for them, in coordination with OJCS. July 1975
5. Review one-year waiver procedure for Program registration with Civil Service Commission and Agency Training Officers. July 1975

6. Draft Employee Bulletin announcing details of registration for Program and specific course offerings, highlighting the new program for Certificates in Information Systems.

July 1976

7. In conjunction with OJCS and University of Virginia, investigate methods of administering the Certificate Program and determine necessity for keeping records on participants separately from other Off-Campus Program students.

August 1975

8. If it is determined that records on Certificate Program students must be kept separately from other Program students, develop method for accomplishing this.

September 1975

9. Determine follow-on courses for Certificate Program to be included in Spring 1976 semester.

October 1975

10. Determine what other Certificate Programs might be added to the Off-Campus Program.

February 1975

11. Investigate possibility of using EEO funds, in part, for Off-Campus Program.

January 1976